

**REORGANIZATIONAL AND REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 27th day of January 2016 at the Water Pollution Control Center

PRESENT:	Commissioner Steve Broderick Commissioner Robert B. Cliffe Commissioner Mark C. Crocker Commissioner Wright H. Ellis Commissioner Lee Wallace
EXCUSED:	Commissioner Joel M. Maerten Teresa Misiti, GHD Consulting Services
ALSO PRESENT:	Thomas W. Blodgett, Administrative Director, NCSD #1 Suzanne-Marie C. Fulle, NCSD #1 Joanne M. Teixeira, NCSD #1 John T. Timkey, Chief Operator, NCSD #1 Anthony J. Nemi, Liaison, Niagara County Legislature P. Andrew Vona, Attorney for District Robert P. Lannon, GHD Consulting Services

Pursuant to written notice in accordance with New York State Law, the meeting was called to order by holdover Chairman, Wright H. Ellis, at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

It was moved by Lee Wallace and seconded by Steve Broderick that Robert B. Cliffe be nominated for Chairman.

Robert B. Cliffe was duly elected as chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2018.

It was moved by Lee Wallace and seconded by Steve Broderick that Wright H. Ellis be nominated for Vice-chairman.

Wright H. Ellis was duly elected as Vice-chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2018.

It was moved by Wright H. Ellis and seconded by Steve Broderick that P. Andrew Vona be retained as Attorney for Niagara County Sewer District #1 for a two-year period commencing January 1, 2016 and ending with said District's re-organizational meeting in January 2018. This motion was carried.

It was moved by Lee Wallace and seconded by Wright H. Ellis that GHD Consulting Services be retained as engineering consultant for Niagara County Sewer District #1 for a two-year period commencing January 1, 2016 and ending with said District's re-organizational meeting in January 2018. This motion was carried.

It was moved by Wright H. Ellis and seconded by Lee Wallace that the Administrative Board of Niagara County Sewer District #1 shall meet on the fourth Wednesday of the month at 4:00 p.m. at the Water Pollution Control Center. This motion was carried.

The meeting continued with the Board's regular session.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the minutes of the December 16, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	16.20
Dig Safely	Digging Notifications	47.00
Frontier	Mapleton Rd PS	55.55
National Fuel	Plant	87.27
National Fuel	Shawnee Road PS	171.06
National Fuel	Townline Rd PS	424.21
National Grid	Elec Dist - East Canal PS	622.93

National Grid	Elec Dist. - Mapleton Rd	168.87
National Grid	Elec Dist - Moyer Lift	65.44
National Grid	Plant	7,491.24
National Grid	Shawnee Road PS	191.44
National Grid	Elec Dist. - Townline Road	409.71
National Grid	2044 Niagara Falls Blvd (meter)	21.71
National Grid	2059 Niagara Falls Blvd (meter)	21.02
National Grid	Tonawanda Creek Rd PS	540.83
Niagara County Public Works	Elec Supply - Ton Creek Road (Sept & October 2015)	484.32
Niagara County Public Works	Elec Supply - Mapleton PS (October & November 2015)	146.62
Niagara County Public Works	Elec Supply - East Canal PS (October & November 2015)	1,392.33
Niagara County Public Works	Elec Supply - Moyer Lift (October & November 2015)	50.32
Niagara County Public Works	Elec Supply - Shawnee Rd (October & November 2015)	131.76
Niagara County Public Works	Elec Supply - Townline Rd (October & November 2015)	647.27
Niagara County Public Works	Elec Supply - Plant (October & November 2015)	19,075.73
Niagara County Public Works	Elec Supply - Rapids Road (September & October 2015)	364.00
NYSEG	Rapids Rd PS	502.44
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet	757.34
Verizon	East Canal	25.05
Verizon	Moyer Lift PS	25.23
Verizon	Plant	134.74
Verizon	Rapids Rd PS	50.16
Verizon	Shawnee Road PS	24.88
Verizon	Tonawanda Creek Rd PS	29.43
Verizon	Townline Rd PS	50.32
Verizon Wireless	Cellular Phones	91.05
Alpha Analytic, Inc.	Lab Analysis	1,627.00
Applied Sciences Group	Tonawanda Creek Rd PS - Electrical Repair	968.62
Augies Automotive	NYS Inspections & Replace wheel bearing 2005 Chevy Truck	423.28
Bison Laboratories, Inc.	Sodium Hypochlorite	3,033.92
Chudy Paper	Paper Towels	174.13
Cummins Northeast LLC	Rapids Rd & Shawnee Rd Pump Station Generator repair	1,130.29
Fisher Scientific	Laboratory Supplies	520.93

GHD	Map & Plan Phase 1 Cap. Improvement Plan (Project #11110253)	2,425.00
GHD	December Monthly Retainer	750.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	15,217.78
GHD	2015 Roof Replacement (Project #631123)	10,046.60
GHD	Wet Weather Operating Plan (631132)	1,870.00
GHD	Screen Room Ventilation Project (Project #631139)	5,030.89
Masterman's	Laboratory Supplies	387.70
Modern Corporation	Dumpster Rentals	175.27
Mollenberg-Betz (Custom Sheet Metal Contracting, LLC)	Influent PS Screen Room Ventilation Project	82,650.96
Niagara Fire Extinguisher Services	Annual Inspections of Fire Extinguisher/New Extinguisher	624.50
North Central Laboratories	Laboratory Supplies	290.59
NSI Lab Solutions	Laboratory Supplies	285.50
Polydyne, Inc.	Polymer	20,056.00
Praxair	Maintenance Supplies	105.75
PVS Technologies, Inc.	Ferrous Chloride	5,460.82
Republic Services	Sludge Disposal	16,535.51
Rexel	Batteries	18.00
Sampson	Cleaning Service for December 19 & 26, 2015	140.00
Share Corporation	Maintenance Supplies	641.81
Sharp Printing	Business Cards	40.00
Southworth Milton Inc.	Semi-Annual Maintenance on Emergency Generators at Townline Rd & Mapleton Rd Pump Stations & Plant	4,986.50
Staples	Office Supplies	177.21
The Pump Doctor	Tank Tightness Tests (5 year test required by DEC) @ Townline, Ton. Crk. Shawnee & Plant P.S.	1,968.00
Town of Wheatfield	2015 I/I Reimbursement	19,505.50
Town of Wheatfield	Fuel for District Vehicles	893.45
Town of Wheatfield Water	4th Qtr. Water for Moyer Lift, Shawnee, Townline & Mapleton Pump Stations	158.90
University of Texas at Dallas	Annual SARA Tier 2 Reporting	125.00
WW Grainger	Discharge hose, stepladders, maintenance supplies, dehumidifier, ceiling ventilator, expansion plug, hose clamps	2,623.04
TOTAL		\$ 235,399.27

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	550.30
AmeriPride	Carpet Floor Protection	89.50
Blodgett, Thomas	Travel Mileage	64.26
City Electric	Electrical Supplies	462.62
Dunn Tire	New Tires for 2013 Ford F-350	725.60
Evoqua	Lab Grade Water	261.95
Fisher Scientific	Laboratory Supplies	56.74
Graybar	Conduit (Electrical Supplies)	254.22
Gui's Lumber	Maintenance Supplies	35.92
Knaebe, Egon	Travel Mileage	19.78
Lakes Pipe & Supply Corp	Maintenance Supplies	70.48
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building, plus exterminating for bees	160.00
Napa	Winter Wiper Blades	165.72
NYWEA	Registration Fee for 2 WW Operators -Confined Space Seminar	80.00
PVS Technologies	Ferrous Chloride	1,962.34
Radwell International Inc.	Black Box - HUB for SCADA System	1,160.26
Republic Services	Recycling Service	37.24
Rexel	Point Controller for Pump Building	836.95
Ronco	Maintenance Agreement/Phone System	367.50
Sampson Cleaning Services	Cleaning for January 2, 9, 16, 24	280.00
Staples	Office Supplies	89.65
Technical Learning College	Wastewater Treatment CEU Training Course for Aaron Earsing	100.00
Uline	Maintenance Supplies	35.85
Vona, P. Andrew	Monthly Retainer- December 2015	2,500.00
Water Environment Federation	Tom Blodgett Renewal Dues	196.00
WW Grainger	Sludge Pump, Maintenance Supplies, hydraulic hose, gate valve, conduit	3,827.44
York Scientific	Power Supply	400.15

TOTAL**\$ 14,790.47****TOTAL FORWARDED (2015 BUDGET)****\$ 235,399.27****TOTAL APPROVED O&M (2016 BUDGET)****14,790.47****GRAND TOTAL APPROVED****\$ 250.189.74**

This motion was carried.

Review of the December 2015 Financial Report showed an Operation and Maintenance balance of \$5,335,765.75.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Sewer District's December 2015 Financial Report be approved as presented. This motion was carried.

Communications:

a. NYSDOT Agreement - Niagara Falls Boulevard Reconstruction - Mr. Blodgett reported that the New York State Department of Transportation (NYSDOT) will be widening a stretch of US Route 62; Niagara Falls Boulevard, from Sy Road to Bergholtz Creek in the Town of Wheatfield, Niagara County. Mr. Blodgett stated that due to the reconstruction, some NCSD infrastructure will need to be modified within the project area. These modification consist of adjustments to existing manhole structures on NCSD #1 existing 36" sanitary sewer interceptor crossing Niagara Falls Boulevard west of Old Falls Boulevard. The proposed Utility Work Agreement is to adjust these cover elevations or replace frame and cover manholes per contract documents, and the costs associated with this work will be covered under the NYSDOT Contract at no expense to the District. Mr. Blodgett requested Board approval for the Chairman of the NCSD #1, Robert B. Cliffe to sign and execute said Utility Work Agreement with the NYSDOT - Project Identification No.: 5308.30 and approval for Robert Lannon, GHD, District Engineer to confirm that flow to our interceptor will have no interruption in service due to the proposed work.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the Chairman of the NCSD#1, Robert B. Cliffe to sign and execute said Utility Work Agreement with the NYSDOT - Project Identification No.: 5308.30 and approval for Robert Lannon, GHD, District Engineer to confirm that flow to our interceptor will have no interruption in service due to the proposed work. This motion was carried.

b. USEPA Letter - Sewer Use Law Revision - Mr. Blodgett reported that the USEPA recently completed their 5-year audit of the District and in their letter dated December 29, 2015, requested a

modification to the District's Sewer Use Law which was enacted by the Niagara County Legislature on January 19, 1994. Mr. Blodgett stated that he has discussed the USEPA's request in detail with the District's Attorney and Engineer. The USEPA requested only a clarification change to one paragraph in Section 5 regarding how the District handles publishing public notices for industrial users in significant non-compliance. Mr. Blodgett requested Board authorization to send a response letter to the USEPA to begin the process per the Code of Federal Regulations for approval procedures for a non-substantial modification. Per these regulations, if no reply is received from the USEPA within 45 days, the modification procedure can continue and Mr. Blodgett will work with the Niagara County Legislature to complete the required Public Hearing and pass the updated language to the District's Sewer Use Law.

Upon motion duly made by Wright H. Ellis and seconded by Mark Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to send a letter to the USEPA to begin the modification process to the Sewer Use Law. This motion was carried.

c. Metaullics Systems EDU - Correction of Errors - Mr. Blodgett reported that Metaullics Systems is a business in Wheatfield that is charged based on their metered usage. An error on Metaullics usage was reported for 2015 from the Town of Wheatfield Water Department, which directly impacts the number of EDU's charged to Metaullics annual tax bill. Mr. Blodgett stated that he will work with the Town of Wheatfield and John Shoemaker of Niagara County Real Property for the adjustment (reduction) to the EDU's, which will result in a reduction of approximately \$12,000 to Metaullics tax statement. Mr. Blodgett reported that the budget has a line item specifically to cover correction of errors in order to balance the District's revenues.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Treatment Plant Power Outage - Saturday, January 23, 2016 - Mr. Timkey reported that the plant suffered a power outage which is an extremely rare event since we have two separate electrical feeds servicing the site. The plant generators were automatically engaged as designed, and all critical plant processes remained in operation. However, the plant's fiber optic and SCADA (Supervisory Control and Data Acquisition) system were knocked offline and failed to reconnect once the power was restored due to a faulty power supply for the fiber optic hub. Mr. Timkey stated that the parts for the SCADA system are now hard to come by and it is getting increasingly difficult to support the antiquated operating system. Mr. Timkey and Mr. Blodgett continued to state that they will work with the Engineer to discuss the costs for the rebuild of the SCADA system, and due to these recent events this project will move up in priority within the District's scheduled Capital Projects.

Administrative Directors Report:

a. Facility Tour - Mr. Blodgett invited the Commissioners to come for a tour of the District's facilities and to go over any questions that they may have involving the day to day operations of the plant.

b. District I&I Policies/Procedures - Mr. Blodgett distributed and reviewed the District I/I Policies/Procedures manual to the new Commissioners. The manual highlights the policies and reimbursement procedures that each Town is required to follow in order to receive their \$20,000 yearly allotment under the program.

c. Guidelines for Procurement of Goods and Services - Mr. Blodgett presented the 2016 Guidelines for Procurements of Goods and Services and suggested that the District keep the policies and limits the same as in 2015.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the 2016 Guidelines for Procurement of Goods and Services as presented (same policies and limits as adopted in 2015). This motion was carried.

d. Wastewater Treatment Services Contracts/Agreements - Mr. Blodgett stated that he has been completing a detailed review of the service contracts the District has with our significant direct billed users, and that several of the contracts are either expired or due for renewal. Mr. Blodgett requested Board approval to complete a detailed review of all of our contracts with the District's Attorney and to bring the Board newly negotiated contracts with our significant direct billed users.

Upon motion duly made by Mark C. Crocker and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to complete a detailed review of all of our contracts with the District's Attorney and to bring to the Board for execution newly negotiated contracts with our significant direct billed users. This motion was carried.

e. Solar Development - National Grid Parcel Split Request - Mr. Blodgett reported that National Grid is indicating that the portion of land that the solar panel array is being proposed will need to be split into a separate parcel. The portion of land is located behind the equalization basin away from the active plant site, and the District would still own the parcel. National Grid stated that this is due to a ruling from the Public Service Commission with the basis that there is already an existing meter on the parcel (Plant existing electric meter). This would require the District to have a survey completed and proceed through the proper procedures with the Town of Wheatfield to complete the parcel split. The District's Attorney, Mr. Vona stated that this could be a significant cost savings to the District if the credits benefit and are applied to District accounts. Mr. Vona stated that he would look further into the opinion made by the Public Service Commission to see it pertains to the District's situation. Legislator Anthony Nemi stated that he would speak with Dawn Timm, Director of Niagara County Refuse District, to discuss the plan for applying credits to the District accounts for having the solar panel array on District property.

f. Industrial Appraisal Agreement - Complete Reassessment - Mr. Blodgett reported that a complete reassessment appraisal is recommended to be completed every 5 years, and the last time a complete property appraisal was completed for the District was in 2008. Mr. Blodgett presented an appraisal quote from Industrial Appraisal Company in the total amount of \$11,205 including both

appraisal options: (1) Provide Tags and Tag Untagged/New Movable Equipment Assets and (2) Provide the Visual Fixed Asset Control System Software (VFACS) Update for insurance purposes. Mr. Blodgett requested Board authorization for the Chairman to execute the proposal from Industrial Appraisal Company in the total amount of \$11,205.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the Chairman to execute the proposal from the Industrial Appraisal Company to include both appraisal options: (1) Provide Tags and Tag Untagged/New Movable Equipment Assets and also (2) Provide the Visual Fixed Asset Control System Software (VFACS) Update in the total amount of \$11,205.00. This motion was carried.

g. Fleet Vehicle Purchase - Mr. Blodgett reported that the District would like to replace the District's 8 year-old Ford F-150 1/2 ton, regular short bed truck with a Ford Explorer, which would be a more multi-use vehicle and better suit the District's current needs. Detailed discussion ensued regarding leasing versus purchasing vehicles. Mr. Blodgett stated that under the current fleet management program, the District has typically been rotating its vehicles approximately every 8 years (depending on usage). Mr. Timkey explained that the state bidding contract procedures have recently changed to a mini-bid process in which the dealerships compete. Mr. Timkey stated that he worked with the Niagara County purchasing department through the mini-bid process for a 2016 Ford Explorer XLT and the lowest bid received was in the amount of \$30,897.33. Mr. Blodgett stated that the low bid amount was below the \$35,000 budgeted for the vehicle purchase, and that it would be a much more practical vehicle for the District's use. Mr. Blodgett requested Board authorization for the purchase of the 2016 Ford Explorer XLT through the State contract mini-bid process from Webster Ford Inc./DBA Henderson Ford in the amount of \$30,897.33.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the purchase of the

2016 Ford Explorer from the State mini-bid contract in total amount of \$30,897.33 from Webster Ford Inc./DBA Henderson Ford. This motion was carried.

h. 2016 Operation & Maintenance Projects - Mr. Blodgett requested Board approval to meet with the District's Engineer to review the 2016 Operations & Maintenance Projects and have GHD submit a proposal for the Board to consider at the February meeting.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the Engineer to prepare a proposal for the 2016 Operations & Maintenance Projects for consideration at the February Board meeting. This motion was carried.

i. Union Contracts - Mr. Blodgett reported that the Niagara County Legislature recently ratified the new CSEA contract. He stated that the District currently has two CSEA employees, and that he would work with the County Budget Office regarding any budget impacts due to the new agreement. Mr. Nemi and Mr. Blodgett also stated that the Teamsters are still in negotiations, and there was a meeting scheduled to continue these negotiations for some time in mid-February. Mr. Blodgett stated that he would keep the Board updated as the negotiations develop.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. Flow Study Implementation Project (GHD Project No. 631132)
 - Project underway. Wet weather data collected. Awaiting further wet weather field observations.
 - BOARD ACTION REQUESTED – None
3. WPCC 2015 ROOF REPLACEMENT PROJECT (GHD PROJECT NO. 631123)
 - Project complete.
 - BOARD ACTION REQUESTED – None

4. 2015 District I/I Project (GHD Project No. 631143)
 - Project complete and memo report sent to NCSD.
 - BOARD ACTION REQUESTED – None

5. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)

- Project ongoing. Main breaker to be installed. Contractor requests a no cost time extension due to delayed delivery of makeup air unit.
- **BOARD ACTION REQUESTED – Consider execution of change order**

Mr. Lannon requested Board approval to provide Custom Sheet Metal Contracting a no cost time extension to their contract. The additional time is required due to a delay in production and delivery of the new Ventilation Unit. The delivery of the unit is expected at the end of January and the new contract completion date would be February 29, 2016.

Upon motion duly made by Wright H. Ellis and Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to Custom Sheet Metal Contracting LLC for a no cost time extension until February 29, 2016 to allow for additional time to receive delivery of the Ventilation Unit, and complete the installation and required start-up and training. This motion was carried.

6. Wet Weather Operating Plan (GHD Project No. 631132)

- Draft report in development. Submission date extended to June 1, 2016.
- BOARD ACTION REQUESTED – None

7. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)

- All requested data received from NCSD. Project underway.
- BOARD ACTION REQUESTED – None

8. 2015 SPDES Compliance Annual Updates (GHD Project No. 11110349)

- Proposal for Professional Engineering Services.
- **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon reported that the District and GHD developed a Mercury Minimization Plan (MMP) outlining the District's planned efforts to reduce effluent mercury concentrations in pursuit of the

statewide water quality based effluent limits (WQBEL). The program included goals and plans for system and source monitoring, control strategies, and associated reporting. The SPDES Permit requires the District to submit an annual MMP status report including any new and relevant information and data, to be submitted by April 1 of each year. The District is also required to submit an annual report for the Management, Operation, and Maintenance (MOM) Plan to comply with our SPDES Permit. The MOM Plan report is required to be submitted to the NYSDEC by February 28 of each year.

Mr. Lannon requested Board approval of the proposal for the preparation of the 2015 MOM Plan Annual Report Development and the District's 2015 MMP Annual Update Report Development. Mr. Lannon stated that the lump sum fee to complete the required engineering services would be \$9,700.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves GHD's proposal for the preparation of the 2015 MOM Plan Annual Report Development and the District's 2015 MMP Annual Status Report Development for the lump sum fee of \$9,700. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis the meeting adjourned at 4:55 p.m.